



# PROMOTION and REASSIGNMENT OPPORTUNITIES

*VARO & OPC, Manila, Philippines*

ANNOUNCEMENT NO.: [2007-09](#)

POSITION : Claims Examiner  
LS-0901-5/7/9

LOCATION : Social Security Administration Division  
Regional Office & Outpatient Clinic, Manila

SALARY RANGE : P293,728 to P813,931 per annum

OPENING DATE : February 01, 2007

CLOSING DATE : February 15, 2007

AREA OF CONSIDERATION : All Interested Candidates

## **MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent interviews and informs members of the general public regarding their rights and responsibilities under the SSA Retirement Program, Disability Program, Medicare and Supplemental Security Income; receives and processes claims and post-entitlement actions; assesses the case characteristics to delineate the evidence and supporting records needed and furnishes advice and assistance in securing the documentation required; refers applicants and individuals to various agencies and sources equipped to provide additional program assistance and services; identifies persons requiring a representative payee, reassesses the continuing suitability of such agents; identifies, verifies, documents and reports program abuse cases or other questionable situations encountered; processes incorrect payment issues to completion; prepares computer input documents to request the worker earnings record and to clear claims for benefits; assists individuals in exercising their appeal rights in the programs administered; participates in training sessions both as a student and instructor; and performs other duties as assigned.

## **QUALIFICATION REQUIREMENTS**

The applicant must have a minimum of three years of general experience, 1 year of which was equivalent to LS-4 if applying for the LS-5 level. This may be substituted with four years above high school education. If applying for the LS-7 level, one year of specialized experience equivalent to LS-5 is required or one-year graduate level education must have been completed. To be considered at the LS-9 level, one year specialized experience at the LS-7 level is required or completion of a master's degree in a related field. Specialized experience is defined as experience that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position. Internal applicants (current VA employees) must also meet the time-in-grade requirement of the position by the closing date of this announcement, which is 52 weeks at the next lower grade.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** *Candidates should submit a narrative statement with specific responses to the following KSAs:*

Factor 1: Ability to interpret and search out information on a complex set of laws, rules, regulations and policy as it pertains to specific applications for entitlement to benefits and other privileges;

Factor 2: Ability to orally explain complex technical and regulatory information to people on a one-to-one basis and to large and small groups and ability to conduct good interview and solicit information;

Factor 3: Ability to communicate clearly and concisely in writing with people, both clients and peers, from a variety of backgrounds;

Factor 4: Ability to work independently with little direct supervision and under time pressure;

Factor 5: Proficiency in English and Filipino in both speaking and writing.

**HOW TO APPLY**

Applicants must submit the following documents:

1. An Optional Form (OF) 612, Standard Form (SF) 171, Application for Federal Employment, or a resume. If a resume is used it must contain all information required in the OF-612/SF-171. Any other documentation (copies of diploma, transcript of records, licenses, copy of awards) that addresses the qualification requirements of the position as listed above.
2. Narrative responses, which provide examples of each of the Knowledge, Skills and/or Abilities, described above. These may be submitted on VA Form 5-4676a, Employee Supplemental Qualifications Statement, or on bond paper, ensuring the announcement number and your name are listed at the top of each page.
3. (VA employees only) VA Form 5-4078, Application for Promotion or Reassignment, indicating the position series and lowest grade level for which you wish to be considered;
4. (VA employees only - Optional) VA Form 5-4667b, Supervisory Appraisal of Employee for Promotion **or** a copy of last performance evaluation.
5. Applications should be addressed to USDVA, HRM Office, 1131 Roxas Boulevard, Manila 0930. Walk in applications, electronically mailed applications, and telefaxed applications will not be accepted. For more information pertaining to this announcement, please call 528-6300 ext. 2534/2667.
6. Applications must be received and stamped in by the Human Resource office no later than 4:30 p.m on the closing date of this announcement.
7. Closing date for this announcement is COB **February 15, 2007**.

Application forms are available at <http://www.opm.gov/forms/> and at <http://www.va.gov/vaforms/>

**SELECTION PROCESS**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. U.S. citizen applicants must attach a copy of their Alien Certificate of Registration, Immigrant Certificate of Residence or a Certificate of recognition as a dual citizen to be considered eligible for the position.

**EQUAL EMPLOYMENT OPPORTUNITY**

The Department of Veterans Affairs is an equal opportunity employer. Actions to fill this position will not be based on discriminatory factors that are prohibited by law. Selection will be made without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical handicap, age, membership or non-membership in an employing organization, personal favoritism or other non-merit factors.

**TRACEY A. BETTS**

Acting Director